

Waitlist Policy & Guidelines

1. The waitlist is **Confidential**.

- A. When you enter your name on the waitlist, please know that we enter your information on a password locked computer, which only the administrators have access too.
- B. Please keep your information confidential as well.

2. In order to be placed on the waitlist:

- A. You must have a child, a due date for a new baby or be in the process of adoption.
- B. In the event of unforeseen circumstances, please contact us so we are able to make note of it on our list. Be assured that you will be able to remain on the list.

3. FAQ about our waitlist:

Q: When do you check in with us?

A: You are welcome to check in any time you would like; however, please know that there may not have been any change. For this reason we may suggest to check in quarterly (or as new seasons approach us). This seems to be, a more likely time that we can work off the list if possible.

It is also important to check in with us if you are moving or changing your number for any reason. This will allow us to update your information so we can be sure to reach you when we come to your name.

Finally, we ask that you let us know if you would no longer like to remain on the list. We need to be able to update our list and make sure that we can give others that chance to come if you are no longer interested.

Q: When do we check in with you?

A: We will contact you when we reach your name on the waitlist and we have a spot.

We will contact you no matter how many days we have available and no matter how many days you requested.

Q: How does the waitlist actually work?

A: We have five different classrooms here at Little Red; thus our waitlist is divided into rooms (due-11 months, 12-19 months, 20 months-2 1/2 years, 2 1/2- 3 years, and 3 years-5 years).

We place your name on the list that corresponds with the age of your child. Once the child has "aged" out of the room their name is on, they are automatically placed on the next list. Please note that they are NOT placed on the bottom of that list, they are moved directly over to the list according to the date of which you were placed on the list.

Q: Do some people get priority?



A: Employee children get first priority, board member children get second priority, and siblings get third priority. Thereafter, we take directly from the list according to when you got on. Please respect this, in that we do not work any differently than what is stated above.

